

PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PURCHASING OFFICE

ISSUE 14 **OCT 2017**
www.apsva.us

LINKS AND FORMS

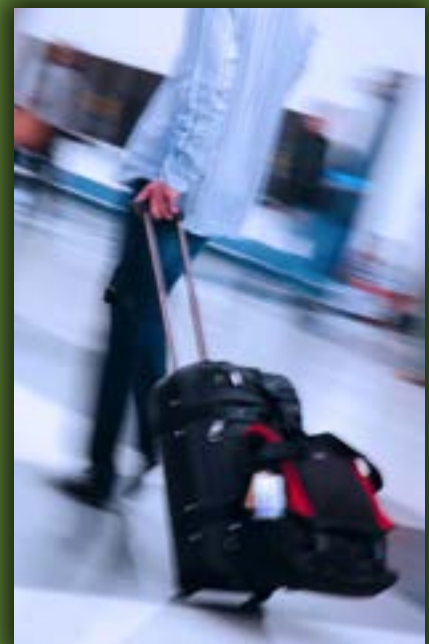
- Virginia Public Procurement Act (VPPA)–
<http://eva.virginia.gov/pages/eva-vppa.htm>
- Arlington Public Schools Purchasing Resolution
www.apsva.us/wp-content/uploads/2015/02/Purchasing-Resolution-7-2017-1.pdf
(Click the link above to download form)
- Criminal Conviction Certification and the Code of Virginia
www.apsva.us/wp-content/uploads/legacy_assets/www/170aef2bf2-APS-CRIMINAL_CONVICTION_FORM_A-6-15.pdf
(Click the link above to download form)

Please contact the Purchasing Office at 703-228-2411, if you have any questions on the purchasing process. Or, log on to www.apsva.us/purchasing-office/

BOOKING AIR OR RAIL TRANSPORTATION FOR OFFICIAL TRAVEL

There are a number of options available to staff when booking air or rail transportation for official travel. The traditional method has been to use the services of a travel consultant APS has under contract. Staff would provide the consultant with their travel itinerary, the consultant would make the booking(s), and APS would then make payment to the consultant for the costs. Costs would include a surcharge, currently \$42, for each ticket authorized.

As APS is constantly exploring ways it can maximize its budget, staff are encouraged to consider searching the Internet for the most economical price



of air or rail tickets. In doing so, if staff are able to find advantageous pricing, the booking could be made by using an official P Card, or by personal means, and then submitting an iExpense through STARS for reimbursement. *Contact the Purchasing Office if you have any questions.*

ASSISTANT PURCHASING DIRECTOR

I am pleased to announce that effective September 1, 2017, Joshua Makely was appointed as the Assistant Purchasing Director.

Congratulations Joshua!

NEED HELP IN STARS?

Before calling the Purchasing Office for assistance on a STARS iProcurement related question please review the library of User Productivity Kit (UPK) tutorials available through the STARS training materials. If you still cannot find what you are looking for contact Thanh Thai on than.thai@apsva.us or extension 2411. Also, let Thanh know if you have any suggestions of processes you would like to have added to the library of UPK tutorials. UPK tutorials can be found at <http://myupk.apsva.us>.



VENDOR PERFORMANCE

If you consider the vendor you are working with is not performing in accordance with the terms and conditions of the contract/purchase order, you are encouraged to contact the Purchasing Office at the earliest opportunity to discuss the available options. It is important that staff document any communication(s) with the vendor. A copy of the APS Vendor Complaint Form can be found at <https://www.apsva.us/wp-content/uploads/2015/09/APS-Vendor-Complaint-Form.pdf>.

GIFTS—HOLIDAY SEASON

As we approach the holiday season, some businesses express appreciation to their customers for business received during the preceding year in the form of gifts of various sorts. Because the actions of public employees are subject to intense and constant scrutiny, acceptance of such gifts could be easily misconstrued and result in embarrassment to both the giver and the receiver. It is therefore better for employees to decline any gift or gratuity offered by a vendor or contractor, than to subject themselves to possible violation of existing laws and policies.

All employees should be aware that, even where acceptance of such gifts may be technically within the law, the appearance of impropriety can be as damaging to the image of Arlington Public Schools, and the employee, as actual impropriety.

FAIRFAX COUNTY REVERSE TRADE SHOW

Joshua Makely and Thanh Thai represented Arlington Public Schools at the Fairfax County Reverse Vendor Forum in October. It is estimated approximately 450 vendors, and over 100 exhibitors, were in attendance.

HOW MANY QUOTES ARE REQUIRED FOR SMALL PURCHASES?

When a contract is not already in place and, during a three-year period it is anticipated the aggregate or sum of all phases of a purchase will be:

- Between \$00.01 and \$10,000 – One written quote is obtained by the school or department
- Between \$10,001 and \$30,000 – Three businesses shall be solicited to submit written quotations by the school or department
- Between \$30,001 and \$100,000 – Four businesses shall be solicited to submit written quotations by the school or department
- \$100,000 and Over – An Invitation to Bid (ITB) or a Request for Proposal (RFP) is issued by the Purchasing Office

WHO DO I CONTACT?

David Webb, C.P.M.
Purchasing Director
Phone: 703-228-6127
E-mail: david.webb@apsva.us

Joshua Makely, CPPB
Assistant Director
Phone: 703-228-6126
E-mail: joshua.makely@apsva.us
Stakeholders—All Schools and Departments, excluding Facilities and Operations

Vacant
Senior Buyer
Phone: 703-228-7649
E-mail:
Stakeholders—Facilities and Operations: Major Construction Projects and Minor Construction/Major Maintenance Projects

Ken Lawson, CPPB, VCO
Buyer
Phone: 703-228-6193
E-mail: ken.lawson@apsva.us
Stakeholders—Facilities and Operations; All School Operating Fund requirements; Disposal of surplus property

Thanh Thai, VCA
Purchasing Technician
Phone: 703-228-2411
E-mail: than.thai@apsva.us
Responsibilities—Administrative support. Focal point for all STARS related questions